MARYLAND JUDICIARY

G E A R S
General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

Task	Process Information
Cancelling an Express PO (Purchase Order)	Use this tip sheet to cancel an Express Purchase Order under the following circumstances: 1) The Express Purchase Order was entered by mistake 2) The Express Purchase Order is a duplicate 3) The Express Purchase Order is required to be canceled by the Purchasing organization. An Express Purchase Order must be in one the following states in order to be canceled: An Express Purchase Order is allowed to be canceled when the PO Status is: **'Approved'** (whether Budget Checked or not Budget Checked) and there is no activity, or the PO Status is: **'Dispatched'** and there is no activity. No activity means the Express PO does not have any receipts or associated vouchers posted against it. An Express Purchase Order is NOT allowed to be canceled when the PO Status is: 'Dispatched' or 'Approved' and it has had activity. The steps and messages will be different when cancelling an Express PO based on what status the Express PO is in prior to cancelling it. These instructions provide the steps to cancel an Express PO for the most common scenarios. If you need to cancel an Express PO which does not fit the most common scenarios, you should call the Procurement Office or complete a Help Desk ticket for further assistance.

GEARS Navigation

Main Menu> Purchasing > Purchase Orders > Add/Update Express POs – Express Purchase Order page	Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

1.0　　Process

This document is intended to provide a quick reference to cancelling an Express Purchase Order within GEARS.

STEP	ACTION	DETAILS
1.	**Select the "Find an Existing Value" Tab**	**Express Purchase Order** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value　Add a New Value
2.	**On the** Express Purchase Order **Purchase Order** screen, enter PO ID:	Favorites ｜ Main Menu > Purchasing > Purchase Orders > Add/Update Express POs **Express Purchase Order** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value　Add a New Value ▼ **Search Criteria** Business Unit:　= ▼　MDJUD PO ID:　begins with ▼ Purchase Order Date:　= ▼ PO Status:　= ▼ Short Vendor Name:　begins with ▼ Vendor ID:　begins with ▼ Vendor Name:　begins with ▼ Buyer:　begins with ▼ Buyer Name:　begins with ▼ PO Type:　= ▼ Purchase Order Reference:　begins with ▼ Hold From Further Processing　☐ ☐ Case Sensitive Search　Clear　Basic Search　💾 Save Search Criteria
3.	**Click the** Search **button.**	

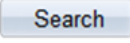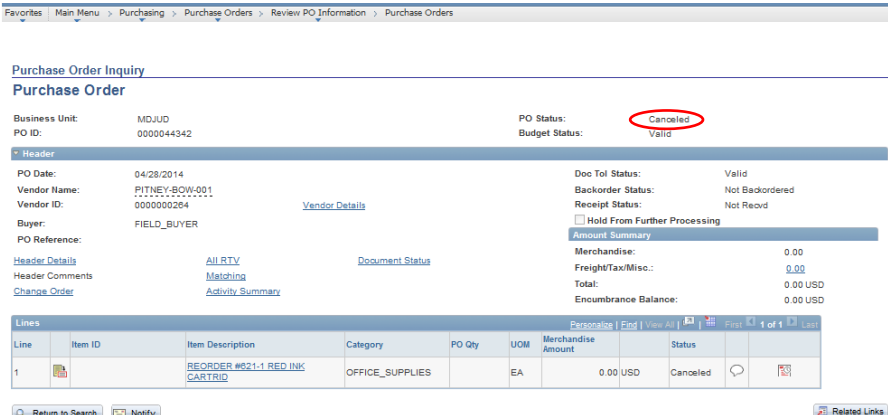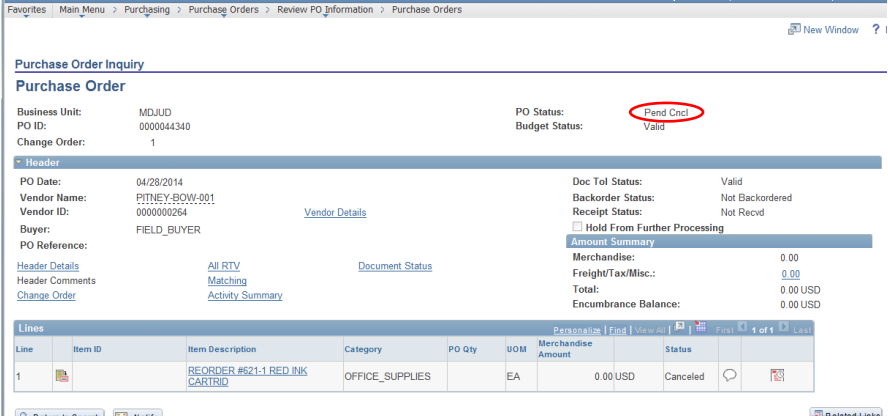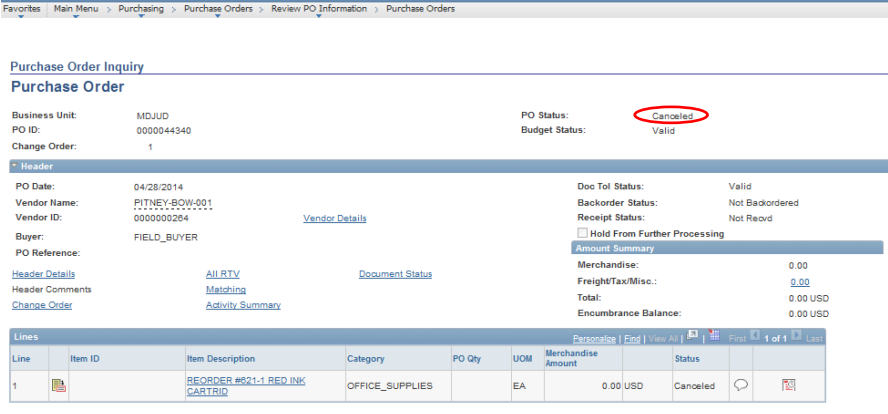| 4.	To cancel this purchase order, click the Cancel PO icon (red X).	
5.	A message will be displayed explaining that cancelling a purchase order will prevent any further changes, and asking if you would like to continue. Click the Yes button.	
6.	If your Express PO had a PO Status of 'Approved' but had NOT been budget checked or dispatched, then a message will be displayed explaining that the "The PO cancelation was successful". Click the OK Button.	
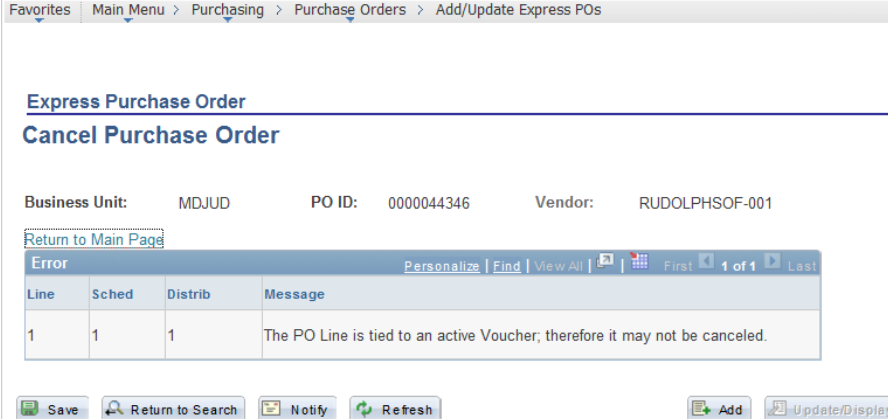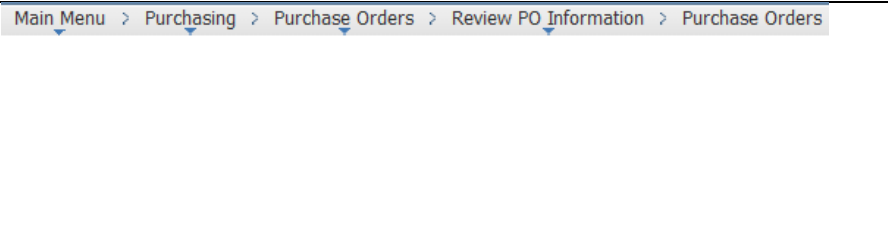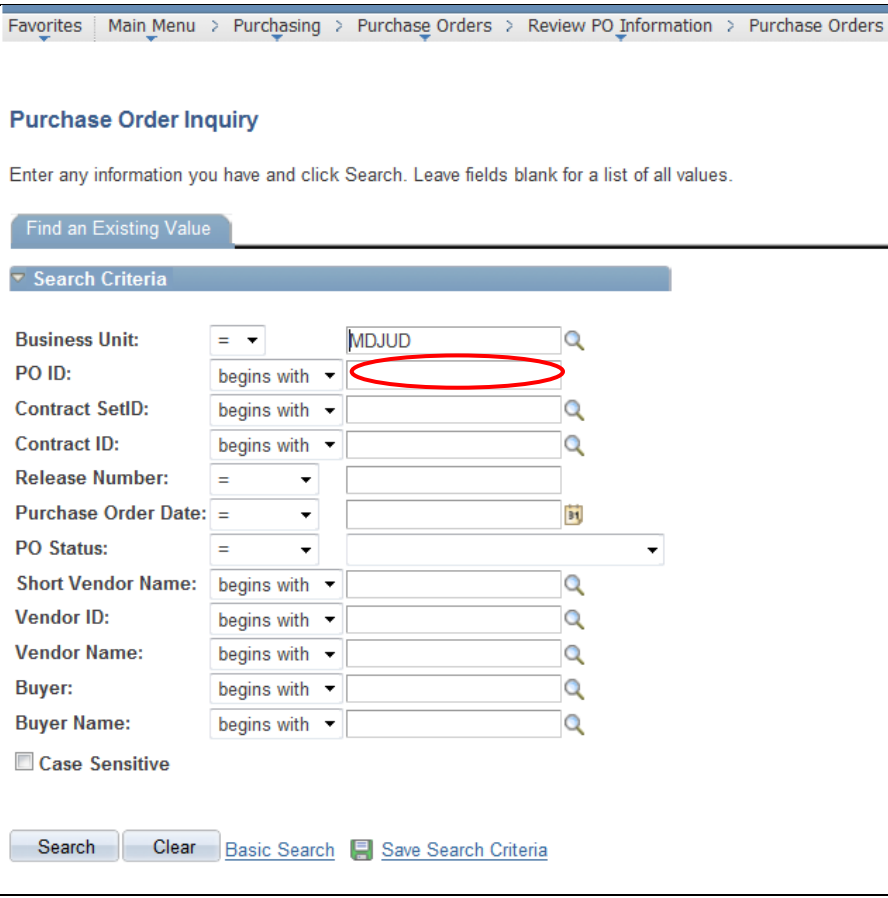
7.	If your Express PO had a PO Status of **'Approved' and had been budget checked, but had NOT been dispatched**, then a message will be displayed explaining that the "The PO has been canceled, but requires a budget check." Click the **Budget Check** Button.	
8.	If your Express PO had a PO Status of **'Dispatched' but had NOT been received or vouchered**, then a message will be displayed explaining that the "PO has 'Pending Cancel' status, but requires a budget check." Click the **Budget Check** Button.	
9.	If your Express PO had a PO Status of **'Dispatched' and had been partially or fully received**, then a message will be displayed explaining that the "Line has been received, you may not cancel /line/schedule/distribution." **NOTE:** This Express PO cannot be canceled.	

10.	If your Express PO had a PO Status of 'Dispatched' and had been tied to an active Voucher, then a message will be displayed explaining that the "The PO Line is tied to an active Voucher, therefore it may not be canceled." **NOTE: This Express PO cannot be canceled.**	Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update Express POs **Express Purchase Order** **Cancel Purchase Order** Business Unit: MDJUD PO ID: 0000044346 Vendor: RUDOLPHSOF-001 Return to Main Page Error Personalize | Find | View All | First 1 of 1 Last Line Sched Distrib Message 1 1 1 The PO Line is tied to an active Voucher; therefore it may not be canceled. Save Return to Search Notify Refresh Add Update/Display
11.	To view your Express Purchase Order after you cancel it go to: Main Menu> Purchasing > Purchase Orders > Review PO Information > Purchase Orders - Purchase Order Inquiry page	Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders
12.	On the **Purchase Order Inquiry** screen, enter PO ID:	Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders **Purchase Order Inquiry** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Business Unit: = MDJUD PO ID: begins with Contract SetID: begins with Contract ID: begins with Release Number: = Purchase Order Date: = PO Status: = Short Vendor Name: begins with Vendor ID: begins with Vendor Name: begins with Buyer: begins with Buyer Name: begins with ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
13.	Click the **Search** button.	

14.	If your Express PO had a PO Status of 'Approved', your Express Purchase Order will now have a 'Canceled' PO Status.	
15.	If your Express Purchase Order had a PO Status of 'Dispatched', your Express Purchase Order will now have a 'Pend Cncl' (Pending Cancel) PO Status until it has been dispatched by the Purchasing Department. NOTE: The Purchasing Department will need to be notified when your Express Purchase Order is 'Pend Cncl' (Pending Cancel), so they can dispatch your Express Purchase Order to the vendor informing them that your Express Purchase Order is canceled.	
16.	After your 'Pend Cncl' (Pending Cancel) Express Purchase Order has been dispatched by the Purchasing Department, your Express Purchase Order will have a 'Canceled' PO Status.	

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.